



## ACCESSORY BUILDINGS

Accessory buildings are separate from the primary dwelling and can include sheds, detached garages, barns, carports, cabanas and similar type structures.

Below is information to help you through the permit approval process.



## PERMITS REQUIRED

- **Zoning / Conservation Compliance Permit** for accessory buildings under 200 sq.ft.
- **Building Permit** for accessory buildings 200 sq.ft. or greater.
- **Electrical Permit** if performing any electrical installations in any accessory building regardless of size
- **Plumbing / Gas Permit** if performing any plumbing and/or gas installation in any accessory building regardless of size.

## BEFORE OBTAINING A PERMIT

### Reviews and Approvals

- **Zoning Review** is required to determine if the accessory building complies with the minimum setback requirements and other criteria outlined in the Bedford Zoning Bylaw. If the accessory building does not comply with the zoning bylaw requirements then modifications must be made in order to comply or the applicant must seek relief through the Zoning Board of Appeals.
- **Conservation Review** is required to determine if the accessory building is within the Conservation Commission's jurisdiction. If it is determined that the accessory building must go before the Conservation Commission for review and/or approval then this process must be completed prior to the issuance of the building permit.
- **Historic District Commission Review** is required when the subject property is located within the Historic District and the accessory building can be seen from a

public way. If review/approval is required then this process must be completed prior to the issuance of the building permit.

## **OBTAINING A PERMIT**

**Minimum Submission Requirements** for accessory buildings under 200 sq.ft.

- **Zoning / Conservation Compliance Permit Application** completed in its entirety and signed by the owner of the property.
- **Certified Plot Plan** stamped by a registered land surveyor. The plot plan must be to scale and show the accessory building as it relates to property lines, street lines and other structures on the property.

*\*\*\*\*Please note that due to the size and intended use of accessory buildings under 200 sq.ft., it is the policy of this office to not require a foundation system to support the structure. It is recommended that the structure be placed on an adequate base for proper support and to allow for proper drainage under and around the structure in order to reduce frost heaves and/or settling\*\*\*\**

**Minimum Submission Requirements** for accessory buildings 200 sq.ft. and greater

- **Building Permit Application** and all supplemental information completed in its entirety and signed by the authorized agent (contractor) **and** the owner of the property. If the owner of the property is securing the permit then the *Homeowner Waiver* portion of the application must be filled out indicating that they will be responsible for the work associated with the permit.
- **Certified Plot Plan** stamped by a registered land surveyor. The plot plan must be to scale and show the accessory building as it relates to property lines, street lines and other structures on the property.
- **Building Plans** must be submitted in duplicate on a minimum sheet size of 8.5x11 inches (no pencil) with a minimum scale of 1/4 inch = 1 foot (all dimensions must be shown).

*\*\*\*\*Please be advised that if there are unique circumstances involving any given project or unique framing methods are being used then the Building Official reserves the right to require additional information beyond what is required to be submitted in order to ensure compliance with the Massachusetts Building Code, 780 CMR.\*\*\*\**

**Plans must show the following information:**

***Foundation/Footing Details*** (minimum required depth of foundation is 48") showing size, depth and width of all footings and foundation walls.

***Framing Plan*** showing size, spacing and length of all joists, studs, posts and beams and type of materials being used to assemble the structure.

***Attachment Details*** such as attachment to foundation, post to beam connections, plate to rafter connection, etc.

***Floor Plan*** showing layout of each floor area including walls, doors, windows and rooms. Each room/space will be clearly mark as to its proposed use (i.e. workshop, garage, storage, bathroom, etc.)

***Elevation Drawings*** showing height of structure and all window and door openings.

**Prefabricated Accessory Buildings** would require the owner/applicant to submit an information sheet supplied by the manufacturing company detailing the materials used to construct the building and other applicable information. It would also detail the manufacturer's recommendation as to what type of foundation system should be used to support the structure.

*\*\*\*\*Please be advised that large prefabricated or modular accessory buildings may trigger other building code requirements under the **Manufactured Buildings** provisions\*\*\*\**

The submitted information is reviewed by the Building Official. While some projects may be more complex than others, typically the plan review for these types of structures is 4 to 7 days; 1 to 2 days for accessory buildings under 200 sq.ft. If clarification or more information is needed then the Building Official will contact the licensed contractor or homeowner (if they are securing the permit) which may prolong the issuance of the permit.

Once the permit is ready, the licensed contractor or owner will be contacted by our staff to notify them that the permit is ready to be picked up and the permit fee amount required to release the permit.